

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	122
		Original Date	06/02/2009
		Revised Date	04/28/2016
	Department: Administration Tobacco Free Campus		

POLICY:

The use of tobacco on the Montana Mental Health Nursing Care Center campus by employees, residents, and visitors is prohibited. This policy is based on health and safety hazards resulting from tobacco use

DEFINITIONS:

1. Smoke or smoking – means the inhaling, exhaling, burning, or carrying of any lighted cigarette, cigar, pipe, or smoking paraphernalia used for consuming the smoke of tobacco or any other burning products.
2. Nicotine Delivery Device – any device for the sole purpose of inhaling nicotine.
3. Staff – includes employees of the state of Montana and people under contract to provide services for the facility.
4. Tobacco or Tobacco Products – means any product containing tobacco, including, but not limited to cigarettes, cigars, loose-leaf tobacco, snooze (snus), snuff, etc.
5. Smoking Paraphernalia – includes items such as lighters, matches, altered batteries, cigarette papers, rolling machines, and other items that would facilitate one in smoking.
6. Workday – means the start of one's shift until the end of that shift.

PROCEDURE:

1. COMMUNICATION AND SIGNAGE
 - A. Employees will be informed of this policy during the employee orientation process and through facility wide communication.
 - B. Residents will be informed of this policy upon admission. Tobacco cessation will be considered an integral part of patient care and treatment as needed by each individual.

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- C. Visitors will be informed of this policy through signage at the front desk and publications.

2. **EMPLOYEES:**

- A. Employees may not use or possess tobacco products during the workday, including breaks, or when on campus for other purposes. Tobacco products and smoking paraphernalia may be secured in vehicles, however employees may not smoke in vehicles while on the facility campus.
- B. Employees should not use tobacco on properties adjacent to the MMHNCC campus during work hours.
- C. Employees may not use tobacco during work hours, while escorting residents off campus, or while in vehicles off campus for other purposes.
- D. MMHNCC will provide support for employees who wish to discontinue tobacco use.
- E. Candidates for employment will be informed of the policy both during the application process and during new employee orientation.
- F. Failure to adhere to this policy will be handled through the progressive disciplinary process.

3. **RESIDENTS:**

- A. Tobacco use on the facility campus or during supervised off-campus outings or appointments is not permitted.
- B. Tobacco products and smoking paraphernalia in a person's possession at the time of admission will be disposed of. Tobacco products received by a resident or found in one's possession during the course of their stay at the facility will be confiscated and disposed of.
- C. All residents admitted to MMHNCC will be provided with information on tobacco cessation and the various treatment options available including pharmacotherapy. Treatments and support will be provided as prescribed as part of the resident's treatment program.

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- D. The Care Plan Team will develop individualized interventions strategies to use with residents who do not adhere to this policy or who act out as a result. Intervention strategies should focus on helping the resident understand the importance of following rules and standard practices in public settings. Residents will be educated about the health and safety hazards of smoking.
 - E. MMHNCC recognizes that tobacco may be used by some cultures for ceremonial and/or religious reasons. The Superintendent may grant permission for tobacco to be used for this purpose at designated times and in designated places.
4. VISITORS, CONTRACTORS, AND VENDORS:
- A. Visitors, contractors, and vendors will be informed of the facility policy prohibiting use of tobacco through communications with employees, signage, and publications.
 - B. Visitors, contractors, and vendors seen using tobacco or found to be providing tobacco or smoking paraphernalia to residents will be informed of the policy by employees. People who disregard the policy or behave inappropriately will be prohibited from visiting or attending functions on the facility campus.

Reviewed: _____

Superintendent: _____